

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Executive Committee**
3 **MINUTES**
4 **August 5, 2019**

5
6 Present:

7
8
9 ☒ Julie Potter ☒ Laura Hill-Eubanks ☒ Michael Gray
10 ☒ Dara Torre ☒ Steve Lotspeich ☒ Janet Shatney
11 ☒ Jerry D'Amico

12 Staff: Bonnie Waninger, Nancy Chartrand

13
14 **CALL TO ORDER**

15 Chair Hill-Eubanks called the meeting to order at 4:01 pm. Quorum was present to conduct business.

16
17 **ADJUSTMENTS TO THE AGENDA**

18 Adjustments were requested to address insurance, commissioner commentary, and contracts.

19
20 **PUBLIC COMMENTS**

21 None.

22
23 **FINANCIAL REPORT**

24 L. Hill-Eubanks directed the Committee to the information in the packet. B. Waninger updated the
25 Committee on current status of the Commission and provided details regarding the ongoing mission to
26 build the reserve fund and how that is being achieved. A table of information was provided in a
27 supplemental packet at the meeting which included an Analysis of June 30, 2019 Net Income. The
28 Committee discussed deferred income, reserve funding, over recovery of indirect costs, receivables,
29 paid time off, and transition of accounts to Community National Bank.

30
31 **CONTRACT/AGREEMENT AUTHORIZATION**

32 VT Agency of Commerce and Community Development (ACCD) – FY20 Municipal and Regional Planning
33 *J. Shatney moved to authorize the Executive Director to sign the FY20 Planning grant agreement with*
34 *ACCD; J. Potter seconded. Motion carried.*

35
36 Bennington County Regional Commission – Regional and Local Energy Plan Implementation

37 *J. D'Amico moved to authorize the Executive Director to sign the energy planning implementation*
38 *agreement with Bennington County Regional Commission; S. Lotspeich seconded. J. Potter raised a*
question regarding the scope of work outlined in the packet and as to whether or not current programs
at Downstreet and Capstone could be incorporated and highlighted. Waninger stated they could be. D.
Torre inquired if she should abstain from voting due to her husband working for Efficiency Vermont. The

1 *Committee agreed that she did need not abstain as the work provided no personal financial benefit.*
2 *Motion carried.*

3
4 Watershed Consulting Associates – Stormwater Master Agreement Addendum 1, Berlin Stormwater
5 Final Designs

6 *J. Potter moved to authorize the Executive Director to sign the contract addendum for the Watershed*
7 *Consulting Associates Stormwater Master Agreement Addendum 1, Berlin Stormwater Final Designs; M.*
8 *Gray seconded. Motion carried.*

9
10 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 1
11 and 1A

12 *J. Shatney moved to authorize the Executive Director to sign the change orders with G&N Construction*
13 *for Change Orders 1 and 1A; J. D’Amico seconded. Motion carried.*

14
15 G & N Construction – Northfield Water Street Stormwater Implementation Construction Change Order 2

16 *S. Lotspeich moved to authorize the Executive Director to sign the change order with G&N Construction*
17 *Northfield Water Street Stormwater Implementation Construction Change Order 2; D. Torre seconded. A*
18 *question was raised as to CVRPC’s risk related to this change; Waninger confirmed the risk is if Northfield*
19 *decides not to pay the contracted \$29,000 match. Motion carried.*

20
21 G & N Construction – Northfield Water Street Stormwater Implementation Construction Future Change
22 Orders

23 Discussion ensued regarding the options presented in the memorandum in the packet and questions
24 were addressed. Option #3 dictates any changes be within the scope of the grant, so the risk would be
25 limited. D’Amico offered his availability to consult with Waninger should staff require any assistance.

26
27 *J. Potter moved to approve authorizing the Executive Director to sign future change orders with G&N*
28 *provided any cost increase is within the approved grant agreement budget and the change order is*
29 *reported to the Executive Committee at its next regular meeting; M. Gray seconded. Motion carried.*

30
31 CVRPC FFY 2020 TPI Budget Modification

32 *J. D’Amico moved to approve modification of the draft FFY2020 TPI Budget as outlined on page 7 of the*
33 *supplemental packet; J. Shatney seconded. Motion carried.*

34
35 **STRATEGIC PLAN FY19 ACTION PROGRESS REVIEW**

36 Waninger provided an overview of the FY19 Action Plan including detailed information regarding several
37 of the items and their status, including reasons for any delays.

38
39 **CVRPC PARTICIPATION IN STATE OF VERMONT 457B PLAN**

40 N. Chartrand provided an overview of the State of Vermont 457B Deferred Compensation Plan.
41 Discussion ensued regarding the details of the plan and CVRPC’s participation.

1 *S. Lotspeich moved to authorize the Executive Director to enter CVRPC into an agreement with Prudential*
2 *as Third Party Administrator of the State of Vermont's Deferred Compensation Plan, and to*
3 *authorize the Executive Director to endorse the Operational Requirements for Employers – State of*
4 *Vermont Deferred Compensation Plan; J. Potter seconded. Motion carried.*

6 **COMMISSIONER HANDBOOK**

7 This item was tabled due to time constraints.

9 **ADDITIONAL AGENDA ITEMS**

10 Survey for Board Members for Insurance – Waninger advised that CVRPC does not have Directors and
11 Officers insurance; she recommended the Commission purchase it. To complete the policy application,
12 CVRPC needs to survey the Board with specific questions. Waninger requested the Committee provide
13 advice on the best method for addressing this as the questions ask for personal information.

14
15 The Committee discussed the need for the insurance. It was agreed that information about the need
16 and what the insurance covers should be provided to the members with the survey questions to assist in
17 garnering responses to the survey. A letter sent to Board members and alternates digitally and in hard
18 copy would be appropriate. The Committee recommended sending it prior to the September meeting
19 and including the letter in the Board packet for discussion.

20
21 Newspaper Commentary – The Committee discussed a concern raised by a Commissioner regarding a
22 recent newspaper commentary and whether such commentary may appear to be misinterpreted to be
23 made on behalf of the Commission versus personal opinion. Chair Hill-Eubanks will follow-up. It was
24 also suggested that the Commissioner Handbook, when finalized, addresses this type of situation.

25
26 Contracts – See above: G & N Construction – Northfield Water Street Stormwater Implementation
27 Construction Change Order 2.

29 **CONSENT ITEMS**

30 *J. D'Amico moved to approve the minutes of June 3 and July 9, 2019; D. Torre seconded. Motion carried.*

32 **COMMISSION MEETING AGENDA**

33 *J. Potter moved to cancel the August Board meeting; J. Shatney seconded. Motion carried.*

35 **ADJOURN**

36 *J. Shatney moved to adjourn at 6:18 pm; J. Potter seconded. Motion carried.*

37
38 Respectfully submitted,

39
40 Nancy Chartrand

41 Office Manager